

# *FACULTY & STAFF* **ORIENTATION GUIDE**



*ANDERSON UNIVERSITY*

# TABLE OF CONTENTS

## ABOUT

Our goal is to provide you, as a new employee, with tools and information to help you navigate the University's administration and support systems. Information presented will familiarize you with how the campus operates and provide key contacts for assistance you may need as you perform your everyday job functions.

Please feel free to ask questions. We value your feedback on the effectiveness of this program, and your suggestions for additional information that would be helpful to new employees!

## ORGANIZATION & PERSONNEL

There are two sources available to help you become familiar with the organizational structure and the policies at Anderson University, the Employee Handbook found at: <https://intranet.andersonuniversity.edu/employee-handbooks/> and the back section of the Academic Catalog available only on-line.

<b>WELCOME TO ANDERSON UNIVERSITY</b>	<b>3</b>
<b>MISSION, VISION, &amp; VALUES</b>	<b>5</b>
<b>HISTORY &amp; FAST FACTS</b>	<b>6</b>
<b>PRESIDENTS &amp; THE 4 PILLARS</b>	<b>7</b>
<b>CAMPUS ACCESS &amp; SAFETY</b>	<b>8</b>
<b>YOUR ROLE WITH STUDENTS</b>	<b>13</b>
<b>FERPA</b>	<b>14</b>
<b>TITLE IX</b>	<b>16</b>
<b>CARE TEAM</b>	<b>18</b>
<b>SHARING CONCERNS FOR STUDENTS</b>	<b>19</b>
<b>UNIVERSITY RESOURCES</b>	<b>21</b>
<b>ANDERSON CENTRAL</b>	<b>21</b>
<b>MARKETING &amp; COMMUNICATIONS</b>	<b>22</b>
<b>ONE ANDERSON</b>	<b>22</b>
<b>POST OFFICE</b>	<b>23</b>
<b>GUEST &amp; AUXILARY SERVICES</b>	<b>23</b>
<b>HUMAN RESOURCES</b>	<b>23</b>
<b>ADMINISTRATIVE HOLIDAYS</b>	<b>24</b>
<b>RECREATION &amp; DINING SERVICES</b>	<b>24</b>
<b>OPERATIONS &amp; MAINTENANCE</b>	<b>25</b>
<b>BUSINESS OFFICE &amp; PAYROLL</b>	<b>26</b>
<b>INFORMATION TECHNOLOGY (IT)</b>	<b>28</b>
<b>PRESIDENTIAL AFFAIRS &amp; DEVELOPMENT</b>	<b>35</b>
<b>DIRECTORY</b>	<b>36</b>
<b>ACRONYMS</b>	<b>37</b>
<b>EMPLOYEE NOTICES</b>	<b>38</b>
<b>WORK PLACE POSTERS</b>	<b>39</b>

## WELCOME TO YOUR NEXT STEP

We are delighted you have joined the AU family, and we look forward to the many contributions you will make in your new role. Whether you're working directly with students, supporting our academic mission, or ensuring smooth operations behind the scenes, you are now a vital part of what makes this an extraordinary place to learn, work, and grow.

Here at Anderson University, we are committed to fostering a collaborative, inclusive, and student-centered environment. Every employee—regardless of position—plays a critical role in helping us serve our students with excellence and integrity. Your dedication, professionalism, and passion for service are essential to the success of our mission.

Starting a new role can be both exciting and overwhelming. Please know you are not alone. Our Human Resources team, along with your supervisor and department colleagues, are here to support you. From onboarding and training to professional development and wellness resources, we are committed to helping you succeed and thrive.

I encourage you to explore the resources available through the HR links on the AU intranet site and to reach out with any questions you may have. Your growth and well-being matter deeply to us.

Once again, welcome to Trojan family. We are so glad you are here. Your presence and your work make a difference every day.

Warm regards,



Amy Porpilia  
Executive Director of Human Resources  
864.231.2131 | [aporpilia@andersonuniversity.edu](mailto:aporpilia@andersonuniversity.edu)



## NOTES AND IMPORTANT INFORMATION





# INSTITUTIONAL MISSION VISION & VALUES

Anderson University is a comprehensive liberal arts college committed to excellence in all aspects of institutional life. It provides distinctive higher education opportunities in a Christian community of students, faculty, staff and administration who actively affirm and proclaim the Gospel and teachings of Jesus Christ as the foundation and ultimate guide for our lives and our relations with others and with the world in which we live.

The vision of Anderson University is to be a premier place of learning that combines the best of the liberal arts and professional education in a distinctly Christian community.

To achieve our vision, Anderson University will:

- Be viewed as a leading Christian comprehensive university with top tier ranking among Southern colleges and universities
- Emphasize the integration of faith and learning, and uphold the teachings of Jesus Christ
- Enrich the undergraduate learning experience
- Initiate carefully selected graduate programs and additional undergraduate majors
- Increase enrollment to a total head count of 4000+ students
- Continuously create value throughout the organization

Anderson University is a Christian institution of higher learning that has been built upon an enduring faith-based heritage. Faculty and staff members are expected to be fully supportive of the mission, vision, values, and purpose of Anderson University, and the mission, purpose, ideals and standards of the South Carolina Baptist Convention with which the institution is affiliated.

Anderson University forthrightly avers the validity and applicability of Christian truth and values to public, private, individual and corporate activities. Thus, the University seeks to employ ONLY faculty and staff members: who have a personal relationship with Jesus Christ as Savior and Lord; who are committed to the Christian faith and respectful of the University's Baptist Identity; whose faith is reflected in Christian witness through their teaching, their scholarly activities, and their interaction with students, colleagues, and the general public; who will maintain active membership in a local Christian church; and who actively engage in and demonstrably integrate the Christian faith into the teaching of their academic disciplines.



# HISTORY AND FAST FACTS

Anderson University traces its origin to one of the first institutions of higher learning for women in the United States. The Johnson Female Seminary opened in the village of Anderson in 1848. The founder was the Reverend William B. Johnson, a Baptist who was the first president of the Southern Baptist Convention.

The school that Reverend Mr. Johnson founded was forced to close during the Civil War and did not reopen, but in time a new generation carried on what had begun at that institution. A group of public- spirited citizens desirous of having an institution of higher learning in Anderson, offered 32 acres of land and \$100,000 to the South Carolina Baptist Convention at their meeting in 1910. The convention nominated a group of trustees, and Anderson College was granted a charter in 1911 by the South Carolina General Assembly. In 1912, the College opened its doors and operated as

a four-year college for women until 1930. In 1929, the South Carolina Baptist Convention approved the institution's transition to a junior college, the first in the state. The College became a coeducational institution in 1930.

In December, 1989, the Board of Trustees voted to return the College to its status as a four-year institution, beginning with the fall semester of 1991. This decision was subsequently affirmed by a unanimous vote of the General Board of the South Carolina Baptist Convention. The first four-year class since 1930 graduated in May, 1993.

In the spring of 2005, Anderson's Board of Trustees voted for a change to university status for the institution to reflect the new addition of graduate programs and a reorganization of the academic divisions into colleges. On January 1, 2006, Anderson College became Anderson University.

The community of Anderson, having given birth to the University, has nurtured and supported the institution throughout the University's history. In turn, the University has provided intellectual, cultural, and recreational opportunities for the citizens of the Anderson area, and has made a significant contribution to the economy of the community.

Many times when employees introduce themselves to others in the community, members of the community will make a comment that they remember the AU President who..... and then they can't remember the name. The following is a list of the Presidents to assist you in recognizing their names which might be helpful in offering assistance to the person trying to remember.



## PRESIDENTIAL TIMELINE



### DR. EVANS P. WHITAKER

*Dr. Whitaker has served as the 12<sup>th</sup> president of Anderson University since 2002, leading its transformation into a nationally recognized, comprehensive Christian university. Under his leadership, AU has expanded its enrollment, campus, and academic programs while earning national accolades for innovation and excellence.*



1848-1858

William B. Johnson

*\* As Johnson University*



1912-1913

Dr. John A. Chambliss



1913-1914

Dr. John F. Vines



1914-1916

Dr. James P. Kinard



1916-1927

Dr. John E. White



1928-1953

Dr. Annie D. Denmark



1953-1957

Dr. Elmer F. Haight



1957-1973

Dr. John E. Rouse



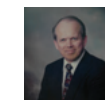
1973-1977

Dr. Jesse C. Maddox



1978-1981

Dr. Ray P. Rust



1982-1994

Dr. Mark L. Hopkins



1995-2002

Dr. Lee G. Royce

## FOUR PILLARS OF DISTINCTION

*From our humble beginnings to our growth into South Carolina's largest private institution of higher learning, Anderson University has sought to provide a transformational education experience within an intentionally Christian environment. At the heart of the University's mission is an uncompromising commitment to great academics, great faith, great hospitality, and great purpose.*



### GREAT ACADEMICS

Students depend on AU to give the knowledge they need for their individual journey in life. We don't dare let them down. When it comes to intellectual development, we don't play around. Rigorous, challenging academics combined with exceptional support and encouragement make the difference.



### GREAT PURPOSE

We find joy in helping one another discover and pursue a purposeful life. At the end of their AU educational journey, we want students to not only be able to demonstrate what they know and what they can do, but also be ready to articulate a virtuous answer to the most important question: What kind of person do I want to be?



### GREAT FAITH

Human beings are not just intellect but a union of mind, body, and soul. C.S. Lewis said, "Once people stop believing in God, they will believe in anything." At AU, we don't ask students to choose between God and science—we teach science and nurture faith. We unite the life of the mind with the soul and respect all people of moral conscience.



### GREAT HOSPITALITY

We relentlessly pursue genuine hospitality because people matter. On the AU campus, we respect, honor, and serve one another so everyone feels like an insider and no one feels left out. We are warm, kind, generous, and empathetic, and our campus flourishes with an extraordinary sense of connection and community.



# CAMPUS ACCESS & SAFETY

## CAMPUS OFFICES

Student Development | 864.231.2075

Campus Safety | 864.231.2060

Health Services | 864.622.6063

Counseling Services | 864.622.6074

Campus Ministries | 864.231.2077

## SHUTTLE SERVICES

AU will provide a shuttle from the Athletic Campus to the Main Campus

## HOURS OF OPERATION

Weekdays | 7:00am - 12:00am (midnight)

Saturday | 8:00am - 12:00am (midnight)

Sunday | 2:00pm - 12:00am (midnight)

## EMERGENCY NUMBERS

Campus Safety | 864.231.2060

Greenville Clty Police 864.271.5333  
(for University Center Public Safety)

Ambulance, Fire, Police, Rescue | 911

Health Services (students) | 864.622.6063

## Emergency Information

In the event of an emergency please follow instructions given to you by Campus Safety, Law Enforcement Offices, and any other Emergency Services Personnel as quickly and calmly as possible.

**In the event of a fire**, please exit the building as quickly and calmly following the fire escape plans located in each building.

**In the event of severe weather**, please move quickly and calmly to the specified storm shelter area nearest you as outlined on the Anderson University website.

If you feel you are in a **dangerous situation or are a victim of a crime**, please contact Campus Safety immediately.

## SAFETY TIPS

- Always be aware of your surroundings.
- If you see anything or anyone suspicious, report is to Campus Safety immediately.
- Try not to walk around the campus and surrounding areas alone, especially at night.
- Campus Safety Officers are available 24-hours per day to safely escort students on campus.
- Please have your University ID available to present if you are on campus during non-work hours and are asked to do so.
- Please refer to the Emergency Response Plan and Procedures in the University's Employee Handbook (Appendix A) for further emergency procedures.



# AU ALERTS

## What is it?

It is Anderson University's Alert System that will contact you in the event of an emergency on campus

## How much does it cost?

It is absolutely 100% free to sign up. *Charges may apply from your phone carrier for messaging.*

## How does it work?

In the event of an emergency on campus, a message is sent out to everyone that has a Rave Alert® account in the form of a text message, e-mail, or even both, depending on how you register your account.

## Who can sign up?

AU Faculty and Staff are required to be alerted in an emergency situation. You can sign up on the Anderson University website.

*All faculty and staff are required to sign up for AU Alerts.*

## To sign up:

- Go to [www.andersonuniversity.edu](http://www.andersonuniversity.edu)
- Click the Navigation Menu
- Click Faculty/Staff tab on the right
- Under Services Click Campus Safety
- Click RAVE Notifications
- Click Sign Up Now
- Click REGISTER to create your account



# MOTOR VEHICLE INFORMATION

The university has assigned vehicles that are part of the AU Motor Fleet. Typically, the Motor Fleet is used to provide transportation for work-related purposes to departments that do not have permanently assigned vehicles. “Work-related purposes” include attending meetings, seminars, training sessions, etc., that are located off AU’s campus. Faculty/staff may reserve vehicles for field trips that are academic in nature. University offices wishing to qualify employees as drivers of institutional vehicles must submit the names of candidates to the Office of Human Resources. (HR). HR will ensure a current Motor Vehicle Report (MVR) is on file and in good standing, and then provide the Safe Driver training to the employee. Employees must complete the training prior to being authorized to drive a campus vehicle. Motor Vehicle Reports are considered “current” if they are within one year. If the MVR is not current, a new one will be requested prior to authorization.

All Faculty and Staff are required to submit a copy of their driver's license to the Facilities Coordinator for pre-approval by the University’s insurance carrier. The University qualifies, approves, and maintains a pool of drivers for institutional vehicles, including golf carts and gators. Failure to be approved may result in the denial of your vehicle reservation. A list of approved employee drivers is maintained by HR and Facilities.

Please refer to Item 6.4 Purchasing Policy to obtain additional information on reimbursements for travel as it regards to airfare, motor fleet, car rental, and the use of personal vehicles.





# PARKING INFORMATION

ALL PARKING REGULATIONS CAN BE FOUND ONLINE AT [WWW.ANDERSONUNIVERSITY.EDU](http://WWW.ANDERSONUNIVERSITY.EDU)

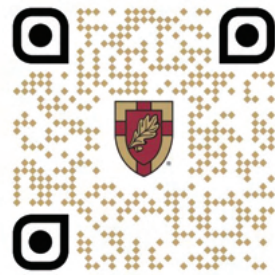
Visitors are always welcome on campus. Please stop by the Campus Safety Office to get a free parking pass.

Employees driving a different car than their AU registered vehicle can obtain a free temporary parking pass at the Campus Safety Office. Campus Safety enforces all the parking regulations on campus. Any citations received on campus should be paid to the Campus Safety Office. Appeals can be made by following the instructions at the bottom of the citation.

All parking-related services, including permit requests and payment of parking violations, are managed through Trojan Pass, our online portal. Please follow the steps below to obtain your parking permit and ensure compliance with campus parking policies.

## DECAL PRICING

Parking decals are required for faculty and staff and are offered at no cost for the first decal. Any additional parking passes can be requested at a nominal fee. Faculty and Staff must park in yellow spaces only. White spaces are reserved for students. Parking will be enforced. If there are no yellow spaces available, overflow parking with Trojan Transit service is available in the Athletic Campus parking lot.



### Access Trojan Pass

- Select “If you are a student, faculty or staff member, please click here.”
- Enter your vehicle information to complete the check-out process.
- The first employee decal is free of charge.
- Once you receive a confirmation email, your decal will be available for pickup at Campus Safety, located at 601 Kingsley Road.
- Please place your permit on the driver’s side of the rear windshield.

*If you receive a parking violation, you can also use Trojan Pass to make payments or appeal citations.*

### Important Notes:

All employee and student vehicles parked on campus must display a valid and current parking decal, clearly visible at all times. Each employee is eligible for one complimentary parking permit. Additional permits may be purchased through the Trojan Pass portal or by visiting Campus Safety for assistance.

### Temporary parking passes are available for the following situations:

Remote or Online Employees:

*If you typically work remotely or teach online and do not have a regular parking permit, you are not required to purchase one. However, if you visit campus during normal business hours for a meeting, event, or other purpose, you must stop by the Welcome Center (located at the Kingsley Road entrance) to obtain a temporary parking pass.*

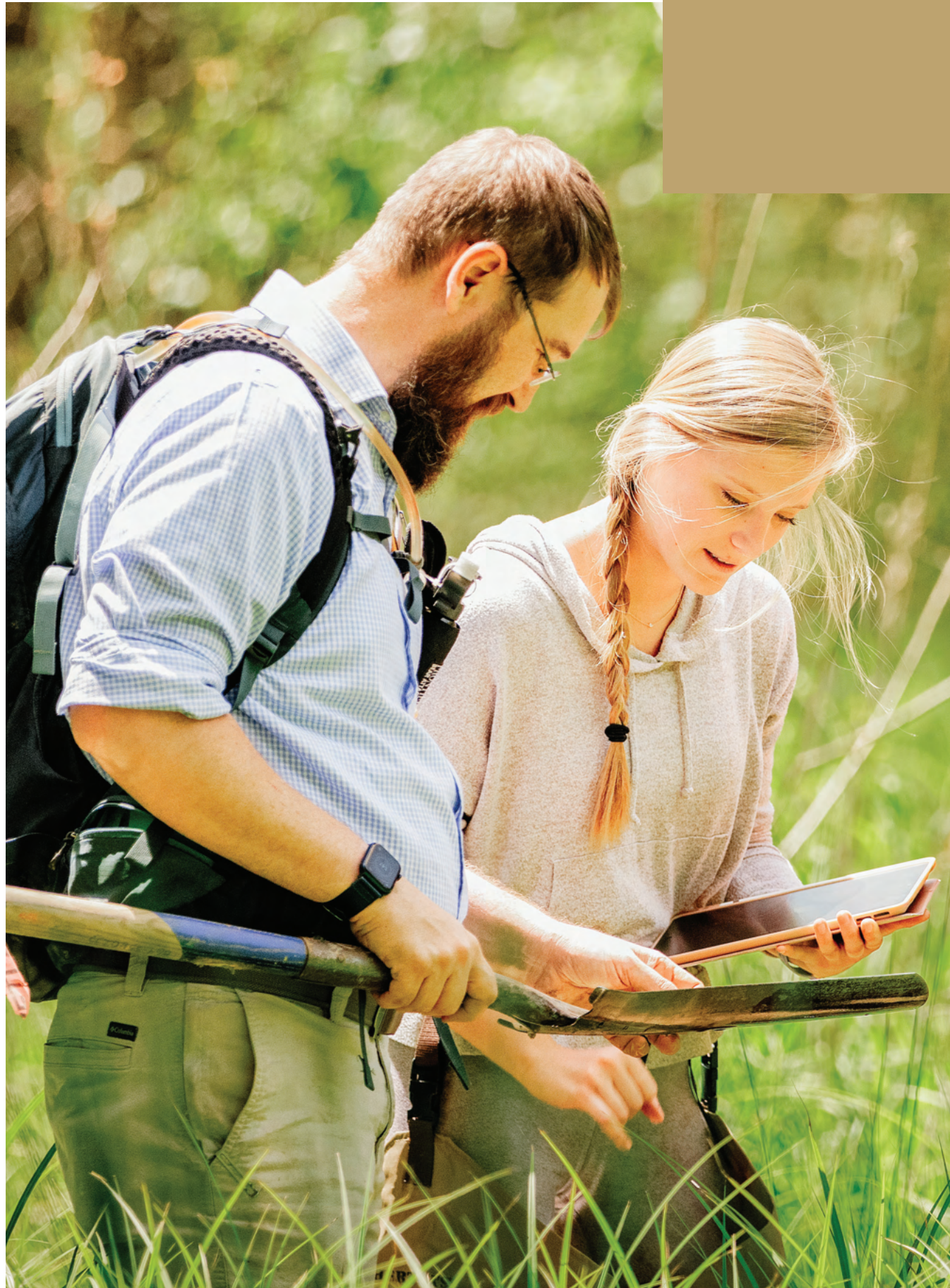
Temporary Vehicles:

*If you are driving a vehicle that is not registered with your permit, please visit Campus Safety to request a temporary pass.*

Employee Guests:

*Guests visiting campus on behalf of an employee should also obtain a temporary parking pass from the Welcome Center*





# YOUR ROLE WITH OUR STUDENTS

At Anderson University, every faculty and staff member contributes to creating a supportive, safe, and Christ-centered environment for our students to thrive academically, personally, and spiritually. Whether you serve in the classroom, residence halls, offices, or other areas of campus, your interactions with students shape their experience and growth.

Faculty and staff play distinct but complementary roles. Faculty guide students' academic development, foster curiosity, and uphold academic integrity. Staff support students' holistic well-being—helping them navigate challenges, access resources, and feel a sense of belonging within our community.

Healthy relationships with students are built on trust, respect, and professional boundaries. Showing care doesn't mean crossing lines; it means listening, encouraging, and connecting students with appropriate campus resources when concerns arise.

This section provides key guidance on topics such as FERPA, Title IX, the CARE Network, and reporting concerns—tools to help you support students appropriately and maintain the standards that protect both you and them.

## FACULTY VS. STAFF ROLES

### Faculty

- Focus on academic instruction, mentorship, and intellectual development.
- Maintain fairness and consistency in the classroom.
- Observe and refer concerns about student well-being through proper channels.

### Staff

- Support students' holistic experience through services, programming, and care.
- Provide resources, guidance, and connection outside the classroom.
- Collaborate with faculty to ensure students' needs are met appropriately.
- Together, both roles help foster student success and uphold AU's mission.

## BUILDING HEALTHY, BOUNDARIED RELATIONSHIPS

- Be approachable, not personal. Listen with empathy, but keep conversations professional and focused on the student's needs.
- Model respect and consistency. Treat every student equitably, maintaining the same standards and expectations for all.
- Know your limits. You are not expected to act as a counselor or solve every problem—refer students to the appropriate offices (CARE Network, Counseling Center, Campus Ministries, etc.).
- Communicate appropriately. Use university channels and avoid social media or private communication that blurs professional lines.
- Boundaries protect both you and the student while maintaining trust, integrity, and care.





# FERPA

## A QUICK REFERENCE GUIDE

**FERPA - Family Educational Rights & Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student"). The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99.

## FERPA Q & A

### Q: Who does FERPA Protect?

#### A: Students as defined by FERPA:

- One who is or who has been in attendance at an institution
- One about whom the institution maintains education records
- A student who has reached 18 years of age OR is attending a postsecondary institution

*\* TIP: Since we are a postsecondary institution, FERPA always applies to all of our students regardless of their age. "In Attendance" as defined by AU: The First "arrival" on campus: move-in or first class (whichever comes first).*

### Q: What does FERPA Protect?

#### A: The Education Record as defined by FERPA:

- "Record means any information recorded in any way, including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche" (99.3)
- Records that are directly related to the student; and Maintained by an educational agency or institution or by a party acting for the agency or institution" (99.3)
- Personally Identifiable Information (PII) Standards

### Q: Why FERPA? What's the purpose?

#### A: To protect the privacy of students related to education records.

### Q: What rights do students have with FERPA?

#### A: Students have the right to:

- Inspect and review their education records
- Seek to amend their education records
- Have some control over the disclosure of information from their education records
- File a complaint with the Depart. of Ed. for the alleged violation of FERPA rights

### How? Serving Students with FERPA Rights TIPS:

- "Need to know" - Must be legitimate educational interest.
- When in doubt, get written consent.
- CR FERPA Waiver Report in Workday.

### Directory Information, as defined by AU:

Certain items are considered to be public information and may be released by the University without written consent unless the University is instructed to withhold such information from the public. Items of public information are:

- Student name
- Address, Telephone number, Campus email address
- Dates of attendance
- Enrollment status (e.g., full-time, part-time)
- Current registration hours
- Class (e.g., freshman, sophomore, junior, senior, graduate)
- Program, major, and minor fields of study
- Degrees and awards received
- Anticipated degrees and anticipated graduation date
- Previous educational institutions attended
- Recognitions
- Participation in officially recognized activities and sports
- Weight and height of varsity athletes
- Photographic, video, or electronic images of students taken in association with university activities or on campus and maintained by the university

### PRIVACY FLAG (A.K.A. Directory Information Suppression)

Under FERPA, the student has the right to suppress directory information. The suppression will prevent the disclosure of directory information from persons outside the university. Please note that this information can only be suppressed from the public, not from university officials.

Directory Information Suppression is identified/notated with the privacy flag in Workday. If the student has the "(Private)" flag, Anderson University staff will not be able to:

- Acknowledge the student's existence in our system of record to anyone except the student.
- Release the student's information to news media, honor societies, or announce honors and awards received.
- Post information on the university's website for honors.
- Release degree verification info to potential employers.
- Print the student's information in the Commencement Program when he/she graduates.
- Acknowledge accomplishments, recognitions, or participation in activities and sport, among other items.





# QUICK GUIDE TO TITLE IX

Title IX is the primary legal basis for addressing sexual harassment and misconduct on our campus. As part of our policy, each employee has been assigned a role to play to assist those who experience harassment or misconduct.



## Confidential Resources

Confidential Resources are employees licensed or ordained to provide confidential care (e.g., counselors, healthcare providers, or ministers) and are hired specifically for that role.

They are not required to report Title IX concerns if acting within the scope of their professional license or ordination. However, they must still follow applicable legal reporting laws (e.g. child abuse reporting requirements).

- Licensed counselors within Thrive Counseling Services
- Licensed healthcare providers within Thrive Health Services
- Campus Ministers

## Mandatory Reporters

Mandatory Reporters are required to promptly report any known or suspected violations of the University's Title IX policy to the Title IX Coordinator.

These employees below are considered to have actual knowledge of potential violations and are responsible for initiating the University's response.

*The University President, Senior Leadership, Vice Presidents, Deans, Residence Life Staff (including Resident Assistants), Full-Time Campus Safety Staff, Athletic Staff (Admin., Coaches, and Trainers), Title IX Team.*

## TITLE IX STAFF

### Title IX Coordinator

Robyn Sanderson  
*Associate Vice President, Student Development*  
[rsanderson@andersonuniversity.edu](mailto:rsanderson@andersonuniversity.edu) | 864.231.5514

### Deputy Coordinators

Amy Porpilia  
*Exec. Director of HR/Title VII Grievance Coordinator*  
[aporpilia@andersonuniversity.edu](mailto:aporpilia@andersonuniversity.edu) | 864.231.2131

Matt Finley  
*Associate Athletic Director -- Compliance*  
[mfinley@andersonuniversity.edu](mailto:mfinley@andersonuniversity.edu) | 864.231.5679

Tyrome Philson  
*Dean of Student Support & Engagement*  
[tphilson@andersonuniversity.edu](mailto:tphilson@andersonuniversity.edu) | 864.622.6514



## GENERAL TITLE IX INFORMATION

- Prohibits discrimination based on sex/gender in education programs/activities.
- A University employee conditioning the provision of a University aid, benefit, or service on an individual's participation in unwelcome sexual conduct; (Quid Pro Quo.)
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's Education Program or Activity; (Hostile Environment)
- Sexual Assault, Dating Violence, Domestic Violence, or Stalking
- "Persons in the United States" - Title IX no longer applies to study abroad programs. We cover this in other policies/procedures.

## Reporting vs Formal Complaint

Person may file a report, receive supportive measures, and ask that no more be done. If person files formal complaint (in writing), the investigation and resolution process may begin.

### Informal Resolution

Mediation (no admission of responsibility) or Restorative Justice (admission of responsibility). This process allows requiring parties not to discuss with others outside their advisor. *Not allowed for employee on student harassment.*

*Advisors - Each party may choose their own, may be an attorney. At Live Hearing, advisors conduct cross-examination.*

### Formal Resolution

Investigators interview, review, prepare report, share it with both parties and hearing officer(s). This requires a Live Hearing, including cross examination by the parties from discussing outside the Title IX process.

If you are concerned about what a student shares with you, contact Robyn Sanderson! (*Contact information listed above*).



# TROJAN CARE NETWORK

Anderson University seeks to help its students be successful, including reaching out when they encounter difficulties. When students are in need of support, you can submit an alert in the Trojan Care Network. The Trojan Care Network is a reporting system designed to help staff provide support to students in crisis and non-crisis situations by connecting students to resources on campus.

**The goal of the Trojan Care Network is to:**

- To support students through crisis and non-crisis situations by connecting students to resources on campus.
- To provide a safe space for students to share about issues they are experiencing in their life
- To address students' issues that do not reach the level of student conduct
- Assess risk campus risk to the campus community
- Respond to concerns of harm to self or harm to others

**The Trojan Care Network team consists of staff from throughout the University:**

Athletics • Campus Ministries • Center for Student Success • Commuter Engagement • Diversity, Community, & Inclusion • Thrive Counseling • Thrive Health Services • Residence Life • Student Involvement

For emergency situations or immediate concerns, call Campus Safety at 864.231.2060.



**You can submit an alert for both academic and personal concerns, and the Trojan Network Team will assign the alert to the most appropriate person to connect with the student.**

**To submit and Alert for a student:**

- Faculty/ Staff page on AU Website
- Under Quick Links
- Select “ Trojan Care Network”

**For more information about Trojan Care Network, please contact:**



**Tyrome Philson**  
AVP and Dean of Student Support  
tphilson@andersonuniversity.edu | 864.622.6514



# SHARING CONCERNS FOR STUDENTS



**If the Student:**

- Has been missing class or showing inconsistent attendance
- Demonstrates a notable decline in academic performance
- Appears disengaged or withdrawn during class
- Expresses financial difficulties or concerns
- Shares significant personal issues or challenges

**BEACON REPORT**



**If the Student:**

- Exhibits statements or behaviors indicating potential harm to others
- Displays abnormal behavior that disrupts normal campus
- Produces writing or artwork that suggests a threat to self/others
- Posts threatening or concerning messages online (does not pose an immediate threat)
- Causes significant disruption in class
- Has experienced death or illness in the family

**C.A.R.E TEAM REPORT**



If Student's behavior may disrupt activities or damage property and/or student may have broken the law.

**CALL CAMPUS SAFETY**



If a student demonstrates behavior or makes statements that indicate an immediate risk of harm to themselves or to others, this should be treated as an emergency situation requiring prompt action and notification of appropriate authorities.

**CALL 9-1-1**





# UNIVERSITY RESOURCES

## REQUIRED AND/OR ONGOING TRAINING

Upon employment, and at various times throughout the year, employees are required to take training courses to stay up to date on certain policies. These courses include, but are not limited to: Data Security, Title IX/ Sexual Harassment, FERPA, and, as needed, courses related to Blood Borne Pathogens, HIPAA, Driver’s Training, etc. These courses will be assigned to you either by IT or Human Resources. Please pay attention to your email notifications for these required trainings.

*Data Security and IT related training notifications will come from KnowBe4.*



*HR and other employee training notifications will come from Vector Solutions.*



## ANDERSON CENTRAL

Your one-stop shop for student administrative services, which provides one central location to take care of many administrative needs that customarily requires trips to separate offices in different locations across campus.

### Services:

- **Student Accounts-** Billing, payments, payment plans, refunds, collections, approve commuter meal plans. (Faculty/ Staff may request a meal plan directly from AVI Food Services.
- **Financial Services-** Scholarship payments, accepts documents, and answers general financial aid questions.
- **Registrar-** Transcripts, enrollment and degree verification, address changes, general registrar questions.
- **Admission-** Work closely with Admissions team for Dual Enrollment Students, Teacher Cadet Students, and processing of all cash and check enrollment confirmation payments.
- **Registrar-** manages student academic records, course registration, and graduation processes to ensure all academic operations run accurately and efficiently.
- **General Campus Questions-** We can answer so many questions about other campus offices, and if we don't know the answer, we typically know who to call to get an answer for you.

### Location and Contact Information:

- We are located in Thrift Library.
- Hours are Monday-Thursday 8:30 am to 5 pm and on Friday 8:30 am to 4:30 pm.
- Please contact Anderson Central by email at [andersoncentral@andersonuniversity.edu](mailto:andersoncentral@andersonuniversity.edu) or by phone at 864-231-2070, option 1.



## MARKETING & COMMUNICATIONS

Marketing and Communication is a team of dedicated staff and student workers who are excited to serve the campus. We love AU! Last year alone, over 1000 projects were completed in our office. Because the majority of jobs that we process are reoccurring, please keep all final PDFs of your jobs on file internally, so that they are easier to retrieve and process in the future.

HIVE is how we collect, store and keep up with jobs. It is also how we will communicate your job to you. Once a job is submitted, it is reviewed and uploaded into HIVE. Once it is uploaded into HIVE, you will receive a confirmation email. This email is very important. You will also notice that HIVE sends a recap every morning of the status of the jobs in your department. Please do not reply to this email as it will not reach us.

To submit a ticket on the intranet, users should login, create a profile using their AU email address, and unique password.

*For any questions, please email [digitalmarketing@andersonuniversity.edu](mailto:digitalmarketing@andersonuniversity.edu).*

### Creative Services

- Design Only
- Design + Print
- Print Only
- Business Cards
- Name Tage
- Pick Up Materials
- Admission Marketing Materials
- Brand Approval Form
- Self-Service Design Resources

### Digital Services

- Update to Website
- Add Event to Website
- Email Request

### Communication Services

- Share Good News
- Social Media Request
- Register New Social Media Acc.
- Register Existing Social Acc.

## POST OFFICE

The Anderson University Post Office provides mailing services including first class letters and postcards, media rate packages, and priority mail through the United States Postal Service.

They offer special services such as delivery confirmation, signature confirmation, and certified mail. Stamps are available for purchase and priority mailing supplies are offered at no charge. Outgoing mail should be separated by sealed or unsealed and any international mail should be divided as well.

Incoming mail is placed into mailboxes and package slips are distributed when there is something too large for your mailbox. Please bring your mailbox key, barcode card, and/or package slips with you each visit. If you have any questions, please call The Post Office at extension 2113.

## GUEST & AUXILARY SERVICES

Requests for events, including location, parking, and facility needs, must be submitted through a cloud-based system called 25Live. Please submit your request at least three weeks in advance of your event.

You can access 25Live using your AU credentials through the Guest Services page on the Anderson University website. Please see a step-by-step tutorial on how to use 25Live in the pages below. If you have any questions, please email: [guestservices@andersonuniversity.edu](mailto:guestservices@andersonuniversity.edu).

## ONE ANDERSON *The Center for Community, Dignity, & Inclusive Campus Family*

*Guiding Principle: Everyone an insider. No one an outsider. | Guiding Scripture: John 17:20-23*

### Purpose Statement:

“One Anderson” is a Christ-centered commitment to building a campus family where everyone is an insider and no one is an outsider. Rooted in the biblical truth that all people are created in the image of God, the Center for Community, Dignity, and Inclusive Campus Family will celebrate differences, foster unity, and pursue reconciliation through love, respect, and shared faith. Our goal is a thriving community that reflects God’s Kingdom, honors every individual’s dignity, and equips students to live out their God-given purpose in a diverse world.

### One Anderson Resources:

The Center for Community, Dignity, and Inclusive Campus Family offers the following programs and resources to enhance the diverse and inclusive campus community:

*Strategic Action Plan, One Anderson: Community, Dignity, and Inclusion Scholarship, I AM Mentoring Program, Call Me MiSTER Program, CONNECT Club for Students, One Anderson Celebration Calendar of Events, & Trained Leaders*



**Dr. James Noble**  
Vice President for Community, Dignity, & Inclusive Campus Family



**Aaron Ducksworth**  
Associate Dean for Community, Dignity, & Inclusive Campus Family

## HUMAN RESOURCES

The Human Resources (HR) Office is a central support resource for employees at Anderson University. Whether you’re a new hire or a current employee seeking guidance, the HR team provides essential tools, information, and assistance to help you navigate employment-related processes.

### Key Resources and Support

- **Questions about Workday:** For guidance related to Workday, employees can reference the KACE Knowledge Base Articles or visit the Workday resource page: [andersonuniversity.edu/workday](http://andersonuniversity.edu/workday).
- **New Hire Resources:** View the employee handbook, orientation information, upcoming events, onboarding materials, and the benefit guide and flyers on the intranet > services > human resources.
- **FMLA & Injury Reports:** Inquiries regarding Family and Medical Leave Act (FMLA) or workplace injury reports should be directed to the HR team at 864-231-2450 or [HR@AndersonUniversity.edu](mailto:HR@AndersonUniversity.edu)
- **Tuition Waiver:** The Tuition Waiver and Tuition Exchange Program offers benefits for employees, spouses and their dependents. *For dependents, eligibility requires submitting the FAFSA by June 30 of the year of enrollment and completing the Tuition Waiver Form by May 1 of the same year. Employees must be employed for one full year to qualify for the benefit. The program also includes tuition waiver and exchange opportunities specifically for employees. Please refer to the full policy in the Employee Handbook.*



25/26 HOLIDAY CALENDAR

Holiday	Day & Date
Juneteenth (Staff Only)	Thursday   June 19, 2025
Independence Day	Friday   July 4, 2025
Labor Day	Monday   September 1, 2025
Thanksgiving	Wed. - Fri.   Nov. 26-28, 2025
Christmas	Wed. - Tue.   Dec. 24-30, 2025
New Year's	Wed. - Fri.   Dec. 31 - Jan. 2, 2026
Good Friday	Friday   April 3, 2026
Memorial Day	Monday   May 25, 2026

Additional Questions about fitness and recreation opportunities can be directed to:



**Jordan Painter**  
Director, Campus Recreation & Fitness  
jpainter@andersonuniversity.edu  
Phone: 864-231-6061

**Faculty & Staff Meal Plan Discount**  
20 swipes for \$137.57! Sign up at [aviservices.com](#)

CAMPUS RECREATION

**Fitness classes and Intramurals** are available during the academic year to all Faculty and Staff.

- To sign up for fitness classes and intramurals, go to [IMLeagues.com](#) and register using your Employee ID # when IMLeagues asks for Student ID.

**The Anderson University Disc Golf Course** is open sunrise to sunset every day of the week.

- If you need discs, stop by Jordan Painter's office (Third Floor, Student Center, Room 325).

**The Anderson University Pool** is opened to all faculty, staff, and their families during the summer months (May through August). Times and hours of operation will be emailed at the conclusion of each academic year.

- A waiver is required for all employees, families, and guests.
- A maximum of 2 guests (outside of direct family) is allowed per employee.

Fitness Center Hours	Athletic Campus Hours
3rd Floor Student Center	Athletic Campus: Strength & Conditioning Building
M-Th   8 am - 9 pm	MWF   7 pm - 10 pm
Fri   8 am - 6 pm	Sun   7 pm - 10 pm
Sat   2 pm - 6 pm	
Sun   7 pm - 10 pm	

\*The Fitness Center is open to all faculty, staff, and students during above hours during the academic year.  
\*The Fitness Center will be open exclusively for Faculty and Staff from 12:00pm-1:00pm M, T, Th, & F.  
\*A waiver is required for all employees prior to using the Fitness Center

CAMPUS OPERATIONS

**Emergencies**

During the work week hours of 8:00 a.m. to 4:30 p.m., emergencies including, but not limited to, a broken water line, a severe roof leak, no electricity, no water, or broken windows, should immediately be reported to the Facilities staff at 864.622.6001. Any emergencies after 4:30 p.m., or on weekends, should be directed to Campus Safety at 864.231.2060.

**Inclement Weather Procedures**

Any adjustment to class or work schedules because of inclement weather are shared via Rave notifications and email announcements.

**Housekeeping**

Requests for housekeeping needs should be directed to our SchoolDude Work Order system (see below).

**Grounds Maintenance**

Requests for grounds needs should be directed to our SchoolDude Work Order system (see below)

- Offices:**
- The cancelling of classes does not necessarily mean that the University offices are closed.
  - If you are unable to travel to campus during inclement weather, you must notify your supervisor as soon as possible.
  - If the campus is open and operating, you will need to use vacation time, take the time without pay, or make an appropriate and approved schedule adjustment.
  - If the campus is closed, no leave is required to be utilized.
  - No one should assume that Anderson University will follow the school closing plans of the surrounding public school districts.

CAMPUS DINING



Chick-fil-A



Culinary Center



Books & Beans



P.Whit's



Freshens

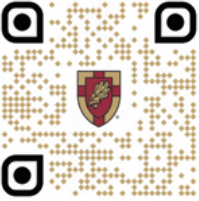


Troy's Food Truck

<b>Meal Exchange Hours</b>	Breakfast 7:00 am - 9:30 am
	Lunch 11:00 am - 2:30 pm
	Dinner 5:00 pm - 7:00 pm

NEED TO PLACE A MAINTENANCE REQUEST?

- To Create a SchoolDude Account**
- Click "Never submitted a SchoolDude Request?" & provide the required information.
  - The password you create will not be associated with your AU email password.
- To Place a Work Order**
- Enter required info
  - Select Building and location
  - Choose the craft relevant to request
  - Describe the issue
  - For "Purpose," select current time of day
  - Enter the submittal password "au" & submit





# BUSINESS OFFICE

All employees are responsible to become familiar with and comply with all policies in both the Personnel Handbook and the Fiscal Policies and Procedures.

- <https://intranet.andersonuniversity.edu/employee-handbooks/>
- <https://www2.andersonuniversity.edu/business-office/>

Before incurring costs for the University, it is critical that you read both of these documents to avoid denial of reimbursement. Listed below are just a few items which should be helpful to new employees as you navigate through your job responsibilities.



## Budget Administrators & Reporting

- Cost Center Managers and other budget administrators may need to request access to the budget report and applicable cost centers. For this request, please submit a KACE work ticket.
- Budget training is available upon request: Contact Jordan Martin
- Viewing access based on employee's role
- Budget is to the spend category level and is typically spread evenly over 12 months.
- Reports can be used to summarize and view by criteria applicable to your area in Workday
- AU\_Custom\_Budget vs Actual by Spend Category – Manager View

## Training

If you are going to be making purchases either with an AU Credit Card or the Requisition process through Workday, please reach out to the Business Office for training at [BusinessOfficeGroupMail@andersonuniversity.edu](mailto:BusinessOfficeGroupMail@andersonuniversity.edu)

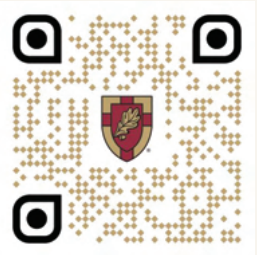
# CLOCKING IN – OUT

## Timekeeping

Required for all full-time and part-time hourly employees and student workers (excludes adjuncts and contractors/vendors). Clock In/Out at the start and end of each shift and meal break.

## Requesting Time Off

Required for all full-time faculty and staff. Use Workday for Vacation, Personal, Sick, FMLA, Bereavement, Jury Duty, etc.



Please refer to the KACE knowledge base for standard operating procedures (SOP) regarding the process.

# PAYROLL INFORMATION

## Direct Deposit Enrollment

AU requires all Faculty, Staff, and Students to enroll in Direct Deposit.

- Complete or Update Direct Deposit Enrollment through WorkDay.
- Workday Process: After logging in click your profile icon (top right) > View Profile > Pay (left side of screen) > Payment Elections. You can add, edit and delete bank accounts.
- Update Workday two weeks before payday for any bank account changes to avoid pay delays.

## Payroll Status Verification

If at any time an employee in a management role needs to initiate a supplemental pay or pay for working special projects, the recipient's name should be sent to payroll prior to any processing of payment to inquire if the recipient is on payroll and will receive a W-2 or if the individual will be paid as an independent contractor or vendor.

- All supplemental pays for "EMPLOYEES" should be processed through Human Resources.
- All supplemental pays for "STUDENT EMPLOYEES" should be processed through The Office of Student Employment.
- Questions about payments for non-employees, reach out to [externalservices@andersonuniversity.edu](mailto:externalservices@andersonuniversity.edu)

## Earnings Statements & W-2 Statements

Earnings statements are available online through WorkDay.

## '26 BI-WEEKLY PAY SCHEDULE

Pay Period	Deadline	Pay Date
December 12/26/25 - 01/08/26	01/09/2026	01/15/2026
January 01/09/26 - 01/22/26	01/23/2026	01/29/2026
January 01/23/26 - 02/05/26	02/06/2026	02/12/2026
February 02/06/26 - 02/19/26	02/20/2026	02/26/2026
February 02/20/26 - 03/05/26	03/06/2026	03/12/2026
March 03/06/26 - 03/19/26	03/20/2026	03/26/2026
March 03/20/26 - 04/02/26	04/03/2026	04/09/2026
April 04/03/26 - 04/16/26	04/17/2026	04/23/2026
April 04/17/26 - 04/30/26	05/01/2026	05/07/2026
May 05/01/26 - 05/14/26	05/15/2026	05/21/2026
May 05/15/26 - 05/28/26	05/29/2026	06/04/2026
June 05/29/26 - 06/11/26	06/12/2026	06/18/2026
June 06/12/26 - 06/25/26	06/26/2026	07/02/2026
June 06/26/26 - 07/09/26	07/10/2026	07/16/2026
July 07/10/26 - 07/23/26	07/24/2026	07/30/2026
July 07/24/26 - 08/06/26	08/07/2026	08/13/2026
August 08/07/26 - 08/20/26	08/21/2026	08/27/2026
August 08/21/26 - 09/03/26	09/04/2026	09/10/2026
September 09/04/26 - 09/17/26	09/18/2026	09/24/2026
September 09/18/26 - 10/01/26	10/02/2026	10/08/2026
October 10/02/26 - 10/15/26	10/16/2026	10/22/2026
October 10/16/26 - 10/29/26	10/30/2026	11/05/2026
October 10/30/26 - 11/12/26	11/13/2026	11/19/2026
November 11/13/26 - 11/26/26	11/24/2026**	12/03/2026
November 11/27/26 - 12/10/26	12/11/2026	12/17/2026
December 12/11/26 - 12/24/26	12/23/2026**	12/31/2026
December 12/25/26 - 01/07/27	01/08/2027	01/14/2027

Normal Deadline time is 10:00 PM listed above.      \*\* Deadline time is 5:00 PM.

## '26 MONTHLY PAY SCHEDULE

Pay Period	Deadline	Pay Date
January 01/01/26 - 01/31/26	01/23/2026	01/30/2026
February 02/01/26 - 02/28/26	02/20/2026	02/27/2026
March 03/01/26 - 03/31/26	03/24/2026	03/31/2026
April 04/01/26 - 04/30/26	04/23/2026	04/30/2026
May 05/01/26 - 05/31/26	05/21/2026	05/29/2026
June 06/01/26 - 06/30/26	06/23/2026	06/30/2026
July 07/01/26 - 07/31/26	07/24/2026	07/31/2026
August 08/01/26 - 08/31/26	08/24/2026	08/31/2026
September 09/01/26 - 09/30/26	09/23/2026	09/30/2026
October 10/01/26 - 10/31/26	10/23/2026	10/30/2026
November 11/01/25 - 11/30/25	11/20/2026	11/30/2026
December 12/01/25 - 12/31/25	12/17/2026	12/30/2026

\* Deadline time is 12:00 PM listed above.



# INFORMATION TECHNOLOGY (IT)

## Getting Help and Reporting Problems

The IT Help Desk is located in the lower level of the Thrift Library and should be your first point of contact for any technical assistance. IT Help Desk hours of operation are 8:30 am to 4:30 pm Monday through Friday. They can be contacted at: 231-2457 or [help@andersonuniversity.edu](mailto:help@andersonuniversity.edu). To submit a work request:

- Go to [helpdesk.andersonuniversity.edu](https://helpdesk.andersonuniversity.edu)
- Click “Log in with SAML Single Sign On”
- Log in using your university email and password
- Select “Requests” on the top ribbon
- To create a new ticket: Select “New”

*To submit a work request at the University Center please call Tech Support at 864.505.1408 (daytime; after 5 pm contact evening coordinator) or Evening Coordinator at 864.505.0419.*

### WorkDay issues are handled through a separate ticketing system.

Please visit <https://andersonuniversity.edu/workday/> for FAQs, Training Videos and to submit a WorkDay service desk ticket. (Workday AU Knowledge Base- KACE).

## WIFI Resources

The two primary wireless networks are Trojans@AU and Connect@AU.

Trojans@AU is accessed using your AU username (the part of your email address before the @ symbol) and your AU email password. Your connection to the network will need to be re-established whenever you change your email password. For questions, contact the help desk at extension 2457 or by calling 864-231-2457.

Connect@AU is a wireless network for guests to have access to the internet without any special setups. The password for this network is welcome2AU!

## How to Get Help

If you have a need for assistance with a standard IT need, you can open a service ticket by logging into using your AU email credentials and creating a ticket. The ticket will be assigned to the appropriate technician to meet the need.

- <https://helpdesk.andersonuniversity.edu>

If you have an issue that involves WorkDay, there is a separate ticketing system for these issues. Go to the Help section in WorkDay and you will see the option to open a new ticket.

- <https://aukace.andersonuniversity.edu>

## Computer Hardware and Software Purchases

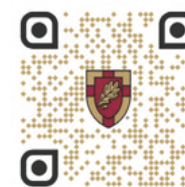
All computer hardware and software purchases should be made through the Information Technology Department by contacting the IT Office Manager, extension 2069, or by e-mailing [kselman@andersonuniversity.edu](mailto:kselman@andersonuniversity.edu).

## Data Security Training

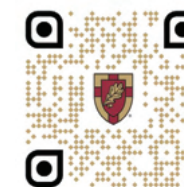
Anderson University requires all employees to complete quarterly Data Security training. This training is administered through KnowBe4.com and can be accessed via university email via Sngle Sign on (SSO). You will receive emails from Knowbe4 with reminders of assigned training and completion or lack of completion notices. This training usually will only take 10 – 15 minutes to complete and is administered on a quarterly basis tied to the academic calendar. Training due dates are start of day on January 1 and June 1.

Failure to complete the assigned training by these due dates will result in your AU account being disabled. You will need to have your immediate supervisor or above open a service ticket in the Help Desk ticketing system for your account to be re-instated. You will then be given 48 hours to complete the missed training.

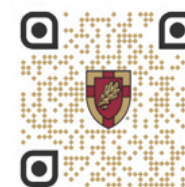
## QUICK RESOURCES



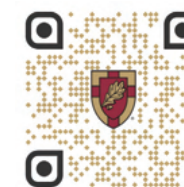
**Account Settings**  
[mysignins.microsoft.com](https://mysignins.microsoft.com)



**Workday Tickets**  
[aukace.andersonuniversity.edu](https://aukace.andersonuniversity.edu)



**Help Desk Tickets**  
[helpdesk.andersonuniversity.edu](https://helpdesk.andersonuniversity.edu)



**Internet Use & Email Policy**  
<https://intranet.andersonuniversity.edu/internet-use-email-policy/>





University Email

Every university user is assigned an email address. By way of the Internet, they all have access to their email and to relevant campus data, e.g., faculty websites, assignments, and student data (grades, registration, etc.). *All students, faculty, and staff are required to abide by AU's Internet Use & Email Policy.*

- Logging into your email for the first time:
- Navigate to: <https://portal.office.com>
- Log in using the provided credentials
- You will be asked to provide additional information. This is configuring your MFA (multi-factor authentication) credentials. We highly recommend using the Microsoft Authenticator app on your phone or tablet. You can follow the instructions that are provided to you on the screen to complete the process.
- You will be required to provide a MFA authentication to access your email and many other services whenever you are not connected to the AU network.

INFORMATION TECHNOLOGY (IT)

Your Email Password

Password Change Requirements

- Minimum 16 characters
- Contain three of the four character types (upper case, lower case, number, and/or special character)
- Cannot contain any part of your name or employee ID number
- Not that certain dictionary words will not be accepted

When changing password, forget your connection on any mobile devices to the AU Wi-Fi networks to avoid account lockouts. You can re-establish these connections after a successful password change.

To Change Your Password Off Campus

If you are off campus and don't have access to a Windows PC connected to our network, please follow these steps:

- You can change your password by signing into your Office365 portal <https://portal.office.com/> with your existing password.
- Select your profile in the upper-right corner, and then select View account.
- Select Change password.
- Enter your old password, enter and confirm your new password, and then select Submit.

To Change Your Password On Campus

If you are on campus and have an AU issued Windows computer, please make sure you are connected to the AU network then press Ctrl-Alt-Delete and select change password.

If you get locked out of your account and the lock does not disappear after 90 minutes, you will need to contact the Help Desk M-F 8:30 AM to 4:30 PM at 864-231-2457 for assistance. You can also come by during the above hours at our offices in the basement of Thrift.

You will start receiving notices 10 days in advance of your password expiring. These emails contain instructions reminding you of the process to change your password.

AVAYA Desk Phone

You will receive an email from support@email.cloudoffice.avaya.com with instructions and a link to set up your Avaya Cloud Office account associated with your phone number. After clicking the link, log in using the Single Sign-On option with your Anderson University email address and password. As part of the setup process, you will be asked to create a 6-10 digit PIN for your voicemail (not sequential, repeating, or containing your phone number) and to select a security question and answer. You will then be prompted to confirm your Emergency Address, which is prepopulated with your office location at Anderson University; please review and update it if needed. When the setup page asks you to install or open the Avaya Cloud Office application, you may close your browser instead—this completes the setup process. Additional details about software options for your computer and mobile devices will be provided separately. To access or manage your account settings in the future, bookmark <https://service.cloudoffice.avaya.com/> and log in using Single Sign-On, where you can record greetings, configure call handling, and check voicemail.

Set up personal voicemail greeting:

- Log in to your Avaya Cloud Office online account (please choose the option to login using Single Sign-on)
- Go to Settings > Messages
- Under User Hours and/or After Hours, make sure Take Messages is enabled. Click Edit below Voicemail Greeting.
- Select Custom under Set Greeting. Choose your preferred method to customize the greeting:
- Phone – Choose or enter a number where the system will call you. Follow the prompts to record the greeting
- Computer microphone – Connect a computer microphone and record the greeting directly
- Importing – Upload an mp3 or wav audio file
- You can do the following actions once you have customized the greeting:
- Click Play to listen to the custom recording
- Click Record to change or replace the custom recording play to listen
- Click Done
- Click Save on the Messages page.

*You may also want to turn off your User Greeting and Connecting Message option. This is a personal preference. Turning it off just passes the call directly to your phone without announcing who the caller is connecting to. You'd just uncheck the boxes and leave them empty, such as below.*

Check your voicemail options:

To check voicemail, press the voicemail button or softkey on your Avaya phone. From another phone, dial your number and press \* when the phone rings or your greeting begins, then enter your PIN and follow the Auto-Receptionist prompts.

If voicemail-to-email is enabled, you'll receive email notifications with your messages attached. You can also log in to your Avaya Cloud Office account using Single Sign-On and view voicemails from the Overview page, or open the Messages screen in the Avaya Cloud Office app to listen and select a response option.

Call handling and forwarding call (business hours):

- Log in to your Avaya Cloud Office account using Single Sign-On.
- Go to Settings > Call Handling & Forwarding.
- Add or edit forwarding numbers (Desktop & Mobile App, Deskphone, Third-party, or Another user).
- Set rings (1 ring = 5 seconds) and choose Simultaneous or Sequential ringing.
- Adjust order as needed; disable Desktop & Mobile App if you don't want it to ring first.
- Click Save when done.

*Select Simultaneously if you prefer the call to ring on all forwarded phones at the same time. Because of different networks, ringing to some devices, such as mobile devices may be delayed.*

*Select Sequentially if you prefer the call to ring on forwarded phones in sequential order. Arrange the forwarding order by dragging up or down.*

*Note: By default, the Desktop & Mobile app option is enabled and is set to ring first before your other forwarding numbers. To prevent this, toggle the slider to disable it.*

Sample Greetings

General Message:

*You have reached the voicemail of \_\_\_\_\_ with the office of \_\_\_\_\_ at Anderson University. I am currently away from my desk, but if you will leave your name, number and a brief message, I will return your call as soon as possible.*

Busy Greeting:

*You have reached the voicemail of \_\_\_\_\_ with the office of \_\_\_\_\_ at Anderson University. I am currently on the phone, but if you will leave your name and number, I will return your call as soon as possible.*





# INFORMATION TECHNOLOGY

## PROTECTING YOUR INTERNET FILES



### PHISHING

Phishing is a technique criminals use to gain their victim's trust. They might send a convincing e-mail message, leave an official-sounding phone message, or even send a text message requesting a response. They usually want a quick response or give a sense of urgency to their request.

Be careful. Make sure you are confident with who you are responding to. If an organization you regularly deal with wants your response, contact that organization in your normal manner to make sure the request is legitimate.

Security conscious businesses will never ask you to update your account or user information via a message containing a link. They will direct you to the normal communication channels to make these changes.

If you suspect that you have received a phishing or scam email or communication, notify AUSAFA to be evaluated and monitored. This will help protect you and your AU family.

### Policies

Information security is the responsibility of all students, faculty, and staff. Every person handling information or using university resources is expected to observe these security policies and procedures both during and, where appropriate, after his or her time at the university.

### Protecting Sensitive Information

When handling printed materials that is sensitive in nature, we understand the need of protecting access and then using proper disposal when the document is no longer needed. The same respect needs to be shown to electronic data. The lack of a "tangible" item makes it easy to disregard.

AUSAFA recommends that you regularly search through your cloud storage to verify that all of the documents in storage are being properly managed. Documents need to be reviewed to ensure the content is still relevant, that the content has not been superseded by a new document, that the storage of the information is abiding by any relevant rule or regulation, and that the item still needs to be maintained.

It is the responsibility of the employee to make sure that your data is being stored in the proper place. Items requiring long-term storage might need to reside in a different location, or on a different media, than where they are currently stored. AUSAFA can help you determine where and how they should be best stored.

### Protecting Data

Cybersecurity means not only protecting your data from malicious threats, but also from unforeseen accidents or physical theft. Configuring a "cloud" backup for your data makes good sense. There are options from "automatic" cloud backup services, which automatically back up data for a yearly fee, to using your AU network drive to periodically back-up your data, to using OneDrive.

Whichever method works best for you, this is a way to recover from a catastrophic event (which will likely happen at the worst time). Below are recommended resources to help.

Automatic Backup (non university owned devices only)	Automatic Backup (university owned devices only)
Backblaze - <a href="https://www.backblaze.com/">https://www.backblaze.com/</a>	OneDrive - (pre installed on most machines)
Carbonite - <a href="https://www.carbonite.com/">https://www.carbonite.com/</a>	
IDrive - <a href="https://www.idrive.com">https://www.idrive.com</a>	

### Privacy

While Anderson University strives to protect its users' personal information and privacy, it cannot protect the information freely posted on the internet. When using the internet, be mindful of what personal or university data you post via social media, blog, or text. Once the information is posted, it cannot be removed.

Remember that the data you post might be all that is needed for someone to "act" like you and gain access to your personal accounts. Privacy has real-world ramifications. To learn more about being safe online, visit the website.





# PRESIDENTIAL AFFAIRS & DEVELOPMENT

Welcome to the Anderson University family! We hope your association with us will be a rewarding one both professionally and personally.

As a valued faculty or staff member, you will be investing in the vision of all that makes Anderson University great – with your time, your talents, and your energy. We would also respectfully ask that you consider joining current faculty and staff members in financially supporting the ongoing work at the University with a personal investment each fiscal year.

You are joining Anderson University at a time of enrollment growth and great progress. As you consider investing in the University with a personal gift, you may choose to support any worthy programs at Anderson University, including the Anderson Fund (which provides the University with annual funds to meet current needs), the Trojan Club (which supports our athletic endeavors), or other designated program funds. Whichever program you choose to support, please realize that your gift is very important to the University as it helps us improve our foundational support and external rankings.

The easiest way to give is to choose a multi-year gift through employee payroll deduction. However, you can also pledge to make an annual gift as well. There is a form for each option. Please email [development@andersonuniversity.edu](mailto:development@andersonuniversity.edu) for more information. Completed forms may be returned via campus mail to the Anderson University Development Office.

Again, we welcome you to the Anderson University family and thank you for your consideration. If there is anything we can do to help in your time of transition, please do not hesitate to contact us. If you should have any questions regarding giving opportunities, please do not hesitate to contact me at (864) 231-2025 or someone in the Development Office.



**J. Wayne Landrith**  
Senior Vice President for Development and Presidential Affairs

**A high percentage of our faculty and staff participate in payroll deduction plans to support AU. Every gift, regardless of the amount, is very important.**

## HOW TO SET UP MULTI-YEAR DEDUCTIONS

1. Login to Workday
2. Go to Menu > Menu List
3. Select Pay from the Apps List
4. Under Voluntary Deductions, select "Voluntary Deductions" > click Add
5. Find the Deduction in the list available, The search feature is available. Select the desired options (one -time vs ongoing), date, amount, percent, etc. > Click OK > Click Done.
6. The Voluntary Deduction will now appear. These can be edited or deleted from the list as well





# DIRECTORY

<b>Admissions</b> Location: Merritt Administration Building Email: admission@andersonuniversity.edu
<b>Anderson Central</b> Location: Thrift Library - 1st Floor andersoncentral@andersonuniversity.edu   864.231.2070
<b>Athletics</b> Location: Athletic Campus (431 Williamston Rd.) Email: athletics@andersonuniversity.edu Website: <a href="https://autrojans.com/">https://autrojans.com/</a> Compliance, Sports Information, & Game Operations Location: Abney Athletic Campus
<b>Business Office</b> Location: Athletic Campus Building A payroll@andersonuniversity.edu   864. 231.2130 externalservices@andersonuniversity.edu
<b>Campus Safety</b> Location: White House - Entrance to Main Campus (Blvd & Kingsley Rd) campussafety@andersonuniversity.edu   864.231.2060
<b>Center for Global Engagement</b> Location: 302 Williamston Rd <a href="https://andersonuniversity.edu/center-for-global-engagement/">https://andersonuniversity.edu/center-for-global-engagement/</a>
<b>Center for Innovation &amp; Digital Learning &amp; Makerspace</b> Location: 100 W Whitner St, Anderson, SC 29621 cidl@andersonuniversity.edu
<b>Center for Student Success</b> Location: Thrift Library - 3rd floor, Suite 202 studentsuccess@andersonuniversity.edu   864.328.1420
<b>Christian Life</b> Location: Brashier Glade campusministries@andersonuniversity.edu   864.231.2062
<b>Culinary Center</b> Location: Student Center - 1st floor auculinary@andersonuniversity.edu
<b>Development</b> Location: Historic Rainey House development@andersonuniversity.edu
<b>One Anderson</b> <i>The Center for Community, Dignity, &amp; Inclusive Campus Family</i> Location: Student Center - Main Floor Email: auone@andersonuniversity.edu   864.231.2165
<b>Facilities Management</b> Location: Athletic Campus Building A - 431 Williamston Rd 864.622.6001

<b>Guest Services</b> Location: Student Center - Main Floor guestservices@andersonuniversity.edu   864.760.1187
<b>Human Resources</b> Location: 312 Kingsley Rd hr@andersonuniversity.edu   864.231.2450
<b>Information Technology</b> Location: Thrift Basement/1st Floor ausafe@andersonuniversity.edu   864.231.2457
<b>Marketing &amp; Communication</b> Location: Athletic Campus Building A – 431 Williamston Rd marketing@andersonuniversity.edu
<b>Office of Financial Aid &amp; Scholarships</b> Location: Thrift Library aid@andersonuniversity.edu   864.231.7555
<b>Post Office</b> Location: Thrift Library – 1st Floor 864.231.2113
<b>Provost’s Office</b> Location: Merrit Administration Building – 3rd Floor provostadmin@andersonuniversity.edu   864.231.2145
<b>Registrar</b> Location: Thrift Library – 1st Floor registar@andersonuniversity.edu   864.231.2120
<b>Student Life</b> Location: Student Center – Third Floor studentlife@andersonuniversity.edu   864.622.6011
<b>Thrive Wellness Center</b> Location: 1st floor of Village Hall
<b>Health Services</b> 864.622.6078
<b>Counseling Services</b> counselingcenter@andersonuniversity.edu   864.622.6078

# ACRONYMS

<b>ACCEL</b>	Accelerated Adult Evening Program
<b>ACT</b>	American College Testing Program
<b>ADA</b>	Americans with Disabilities Act
<b>ANAC</b>	Associated New American College
<b>AU</b>	Anderson University
<b>AY</b>	Academic Year
<b>BCM</b>	Baptist Collegiate Ministries
<b>BOT</b>	Board of Trust
<b>CAS</b>	College of Arts & Science
<b>CCCU</b>	Council of Christian College and University
<b>CCS</b>	College of Christian Studies
<b>CGE</b>	Center for Global Engagement
<b>CHP</b>	College of Health Professions
<b>CIDL</b>	Center for Innovation and Digital Learning
<b>CLEP</b>	College Level Examination Program
<b>CLO</b>	College for Leadership and Organizations
<b>CLTE</b>	Center for Learning and Teaching Excellence
<b>COB&amp;E</b>	College of Business & Economics
<b>COE</b>	College of Education
<b>CRVP</b>	Church-Related Vocational Programs
<b>CVAC</b>	Carolinas-Virginia Athletic Conference
<b>CWS</b>	College Work Study
<b>CYB</b>	Center for Cyber Security
<b>DIP</b>	Director of International Programs
<b>EFC</b>	Expected Family Contribution
<b>ENGR</b>	College of Engineering
<b>FA</b>	Finance and Administration
<b>FAFSA</b>	Free Application for Federal Student Aid
<b>FCA</b>	Fellowship of Christian Athletes
<b>FERPA</b>	Family Educational Rights and Privacy Act
<b>FFELP</b>	Federal Family Education Loan Program
<b>FMLA</b>	Family and Medical Leave Act
<b>FT</b>	Full Time
<b>FTE</b>	Full Time Equivalent

<b>FY</b>	Fiscal Year
<b>GED</b>	General Educational Development
<b>GPA</b>	Grade Point Average
<b>GRE</b>	Graduate Record Examination
<b>HR</b>	Human Resources
<b>HS</b>	Health Services
<b>I-9</b>	Employment Eligibility Verification Form
<b>INS</b>	Immigration and Naturalization Services
<b>IT</b>	Information Technology
<b>LAN</b>	Local Area Network
<b>LTD</b>	Long Term Disability
<b>NCAA</b>	National Collegiate Athletic Association
<b>PIN</b>	Personal Identification Number
<b>PT</b>	Part Time
<b>RUF</b>	Reformed University Fellowship
<b>SAP</b>	Satisfactory Academic Progress
<b>SAR</b>	Student Aid Report
<b>SAT</b>	Scholastic Aptitude Test
<b>SCJ</b>	School of Criminal Justice
<b>SCSA</b>	South Carolina School of the Arts
<b>SGA</b>	Student Government Association
<b>SID</b>	School of Interior Design
<b>SON</b>	School of Nursing
<b>SPSA</b>	School of Public Service and Administration
<b>TOEFL</b>	Test of English as a Foreign Language
<b>UCG</b>	University Center - Greenville
<b>VA</b>	Veterans Administration
<b>WD</b>	Workday

**Days of Week:**  
*M – Monday , T- Tuesday, W – Wednesday, TR – Thursday, F- Friday*



# NOTICES

## SAFETYCONNECTION

### Preventing Slips, Trips & Falls

#### Why it Matters:

Each year, many people are disabled from falling accidents. Slips, trips, and falls often result in serious injuries, including:

- Strains, Sprains, Broken Bones, Fractures

#### Understanding the Risks

##### Slips

A slip happens when there is not enough friction between your feet and the surface on which you walk or work. Causes of slips include:

- Wet surfaces, Occasional spills, Weather hazards (snow or ice), Wearing shoes without appropriate traction

##### Trips

Trips occur when your forward motion is interrupted by an object. Trips can also happen when walking or running backward. Common causes:

- Taking shortcuts, Leaving clutter in walkways, Poor Lighting, Walking on loose, uneven flooring

##### Falls

Falls occur when you move too far off your center of balance. They can result from:

- Using makeshift ladders, Reaching too far while on a ladder, Placing ladders on uneven ground, Slips and trips that lead to falls

## SAFETY PROCEDURES

To avoid slips, trips, and falls:

- Pay attention to what you're doing, where you're going, and what might be in your way
- Be on the lookout for foreign substances on the floor (water, grease, food)
- Step over or around obstructions—not on them
- Clean up spills and leaks right away
- Wear shoes with non-skid soles and flat heels
- Walk slowly & slide feet on wet, slippery, or uneven surfaces
- Report any hazard immediately. Take responsibility—it's not just someone else's job!
- Keep walkways and aisles clear
- Walk, don't run, and change directions slowly
- Make sure lighting is adequate

REMEMBER: Most slips, trips, and falls can be prevented! Your safety begins with being aware and responsible. Stay alert to avoid injury.

**DISCLAIMER:** This document provides general information and suggestions related to workplace safety programs. State requirements and individual workplace conditions vary, and this information cannot replace the services of trained professionals. While the information here is believed to be reliable, Anderson University makes no warranty or assumes liability for its correctness, sufficiency, or completeness. No liability is assumed for any damages resulting from the use of this information. For more information, visit [www.keyrisk.com](http://www.keyrisk.com)

## THE IMPORTANCE OF STAYING ALERT

If you're on a hurry or distracted and don't pay attention to where you're going or what's around you, you may end up on the floor. Your best protection is to be alert and:

- Look where you're going
- Check the condition of floors, stairs, ladders, and the work area

## HAZARDOUS SITUATIONS

#### Slippery Floors

- Floors can be dangerous when they are waxed, polished, icy, or wet
- Oil, grease, or chemical spills pose additional risks
- Surfaces like tile, marble, or other slippery materials

#### General hazards

- Obstacles in walkways/stairs
- Slippery or uneven surfaces
- Being tired or distracted
- Improper footwear
- Moving too fast
- Unsafe stairs
- Poor lighting
- Not paying attention

#### Employee Guidelines

Proper safety practices will help reduce the risk of slips, trips, and falls:

- If you drop it, pick it up
- If you spill it, wipe it up
- Go where you're looking and look where you're going
- Check that aisles are clear
- Be sure that floors are clean

#### Employee Responsibilities

You play a key role in preventing accidents.

Remember to:

- Look where you're going
- Look for known hazards
- Maintain your work area to reduce fall risks
- Maintaining good housekeeping practices
- Immediately reporting hazards like spills, loose or warped floorboards, broken tiles, burned-out bulbs, etc.
- Staying aware of your surroundings
- Paying attention to how tasks are performed, including basic movements like walking

Safety requires your full physical and mental attention. Working safely is all about concentration!

# WORKPLACE POSTERS

Workplace posters are located in the HR office, on the following link from our webpage, and below.

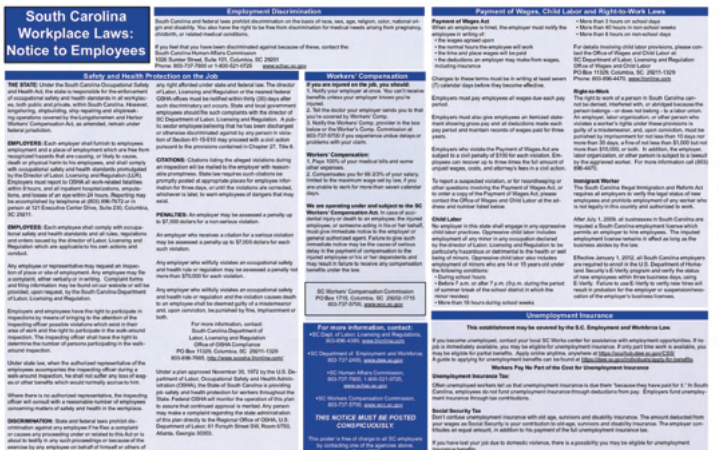
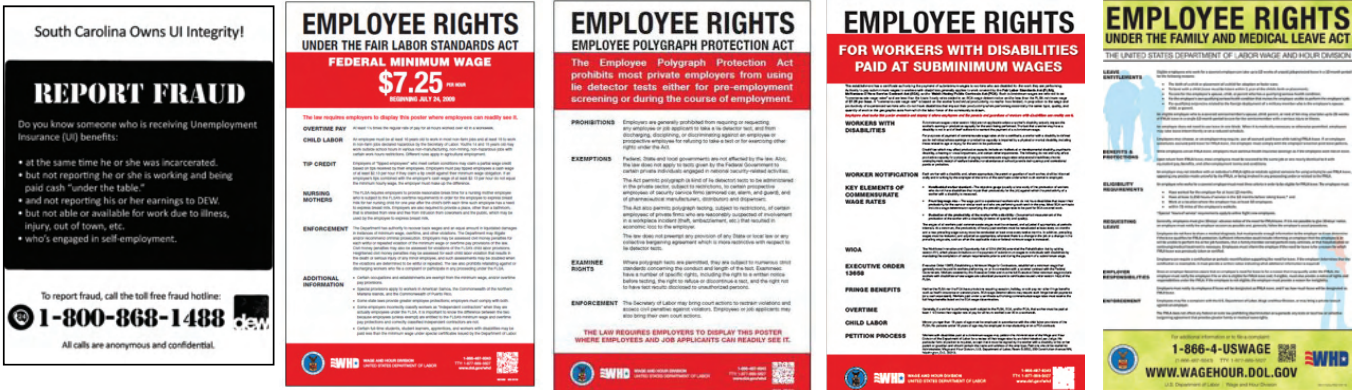
- <https://intranet.andersonuniversity.edu/workplace-notices/>

The following information/posters are available on the Anderson University website and at various locations on campus, including the Human Resources office.

Following this bullet list are sample posters.

- *Your Rights Under USERRA: The Uniformed Services Employment and Reemployment Rights Act*
- *Employee Rights for Workers with Disabilities Paid at Special Minimum Wages*
- *Employee Rights Under the Family and Medical Leave Act*
- *Employee Rights Under the Fair Labor Standards Act*
- *Employee Rights Employee Polygraph Protection Act*
- *Equal Opportunity is the Law*
- *You Have the Right to Work*

- OSHA Job Safety and Health
- E-Verify
- Your Rights as a Worker in South Carolina
- South Carolina Work Place Laws: Notice to Employees
- South Carolina Unemployment Fraud







**ANDERSON<sup>®</sup>**  
UNIVERSITY

Knowledge for *your* Journey